

16 June 1958

**SUBJECT: Preparation of Certificates of Service**

**TO: Contracting Officer**

Reference letter #24708 dated 27 February 1958 which concerned the necessity for all contractors to attach Certificates of Service to their invoices when presenting them to your Finance Officer for payment of services provided by their technical service personnel.

This office agrees with your recommendations. Inclosed is a suggested letter covering this subject to be sent to Lockheed, Ramo-Wooldridge, Hycon, Perkin-Elmer, and Westinghouse. Copies of T.O. 00-25-174 are also inclosed for distribution to the contractors.

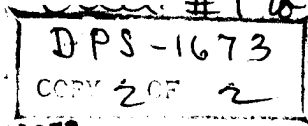
Retroactive Certificates of Service were not requested from the contractors since the monthly status reports of past technical representative services appear to be in sufficient detail to satisfy the needs of the Finance Officer. Two copies of all status reports have been or will be sent to the Finance Officer for the period through 30 June 1958. The contractors should be in a position to comply with the inclosed letter beginning 1 July 1958.

SAC has been requested to forward three copies of all Certificates of Service to the WSP0 in lieu of their Air Force Finance Officer. Two copies will be forwarded to your office for subsequent processing and payment of contractors' invoices. SAC has also been advised of the procedures which all contractors are to follow in regard to travel by their technical representatives.

  
Lt. Colonel, USAF

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*To Finance*



13 June 1958

**SUBJECT: Submittal of Certificate of Service for  
Contract Technical Services Performed**

**TO:**

*Lockheed Aircraft*

1. The WSPC has been advised that FOC contractors are forwarding invoices for payment without attaching Certificates of Service evidencing that such services were actually performed.

2. Your attention is directed to AFR 66-18 and T.O. 00-25-174 (inclosed) which require contractors to attach Certificates of Service when presenting the Air Force with invoices. For purposes of the FOC program, the following procedures will apply:

a. Effective 1 July 1958, contractor technical service personnel will submit on a monthly basis a Certificate of Service, in the format prescribed in Appendix III to T.O. 00-25-174, to the Air Force supervisory officer. Each Certificate of Service must be in strict conformity with the prescribed format, and each will be prepared on a single 8 x 10 1/2" sheet of paper utilizing both front and back sides. The SAC using organization is familiar with these procedures and can advise the contractors' representatives with any problems they may have.

b. The Certificate of Service will be prepared in the number of copies required by the using activity.

c. The SAC supervisory officer will sign the certificate only after satisfying himself that the contract technical services have been performed and that the time period available for duty, and other required data enumerated on the format, are correct and complete.

d. The original signed copy will be returned to the technical service personnel who will forward the completed form to their respective companies.

e. When presenting the Contracting Officer with invoices for services rendered, the contractor will include as attachments to the invoices the original signed copy of the Certificate of Service for each contract technical service personnel who has provided the contractor's service to the Air Force under the contract number specified on the invoice.

**Subj: Submittal of Certificate of Service for Contract Technical Services Performed, 13 June 1958**

**3. The contractor's attention is also directed to the following procedures which are to be followed in regard to travel by contractor technical service personnel:**

**a. Pursuant to the terms of the respective contracts, all travel by technical service personnel must have prior approval. This travel may be approved either by the WSP0 or by the using activity.**

**b. In either event, if costs resulting from such travel are chargeable to the Government, copies of the authorization to travel will be forwarded to the WSP0 for processing.**